Generating Reports in my|CalPERS

Introduction	my|CalPERS provides the ability to generate reports. By following a simple procedure, you are able to generate the reports that support many business needs.

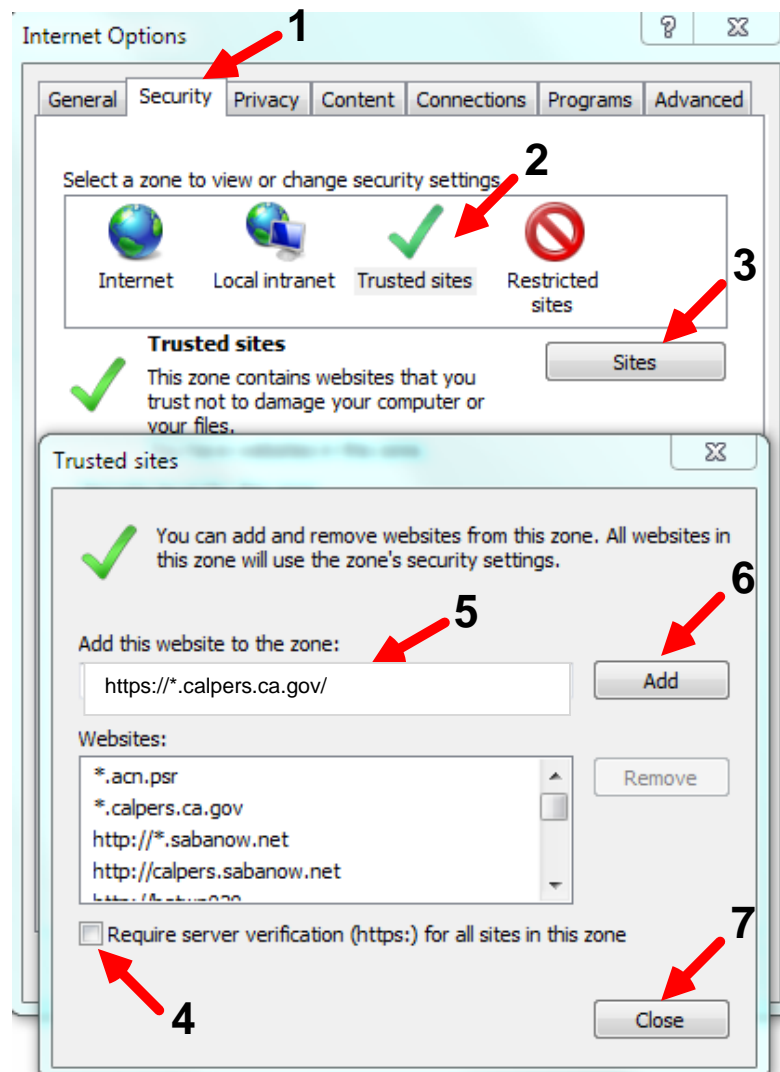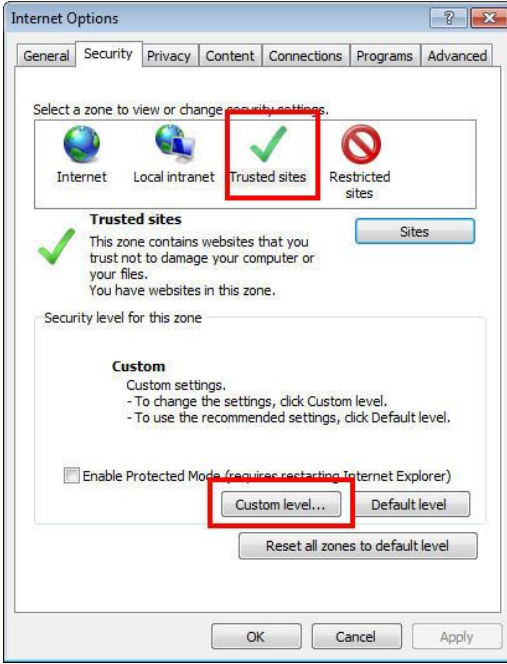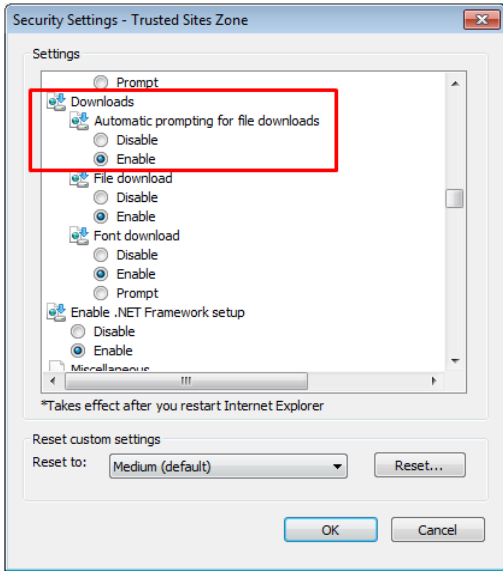|	
Table of Contents	This document contains the following information for generating reports in my|CalPERS:

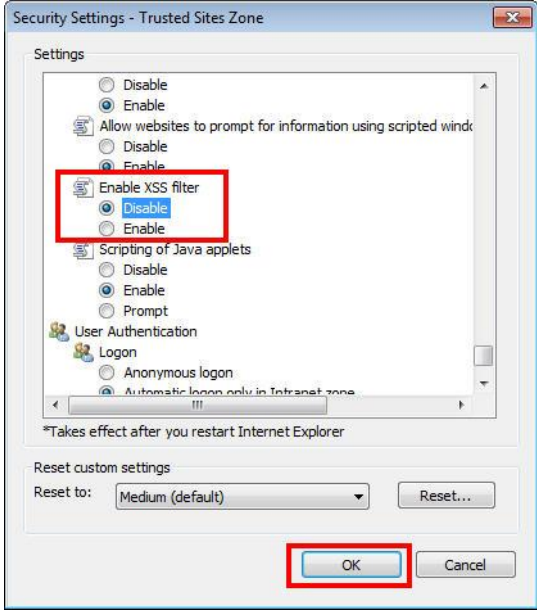|	
Configuring Your Workstation	In order to generate the reports, you will need to ensure that your workstation is configured appropriately to utilize the Cognos reporting software embedded in my|CalPERS.

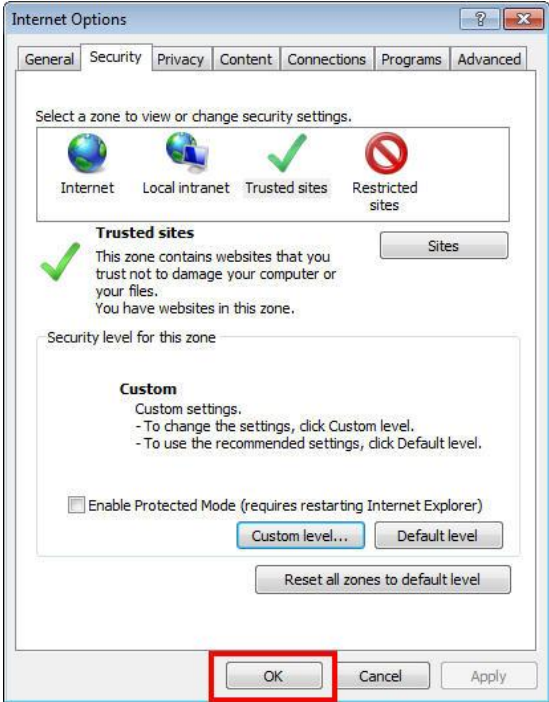| Step	Action
1	Open Internet Explorer. If needed, download the free upgrade to Internet Explorer v8 by selecting this link: http://windows.microsoft.com/en-US/internet-explorer/downloads/ie-8. [Do not upgrade to Internet Explorer v9.]
2	On the Menu Bar, select **Tools** and then select **Internet Options**.

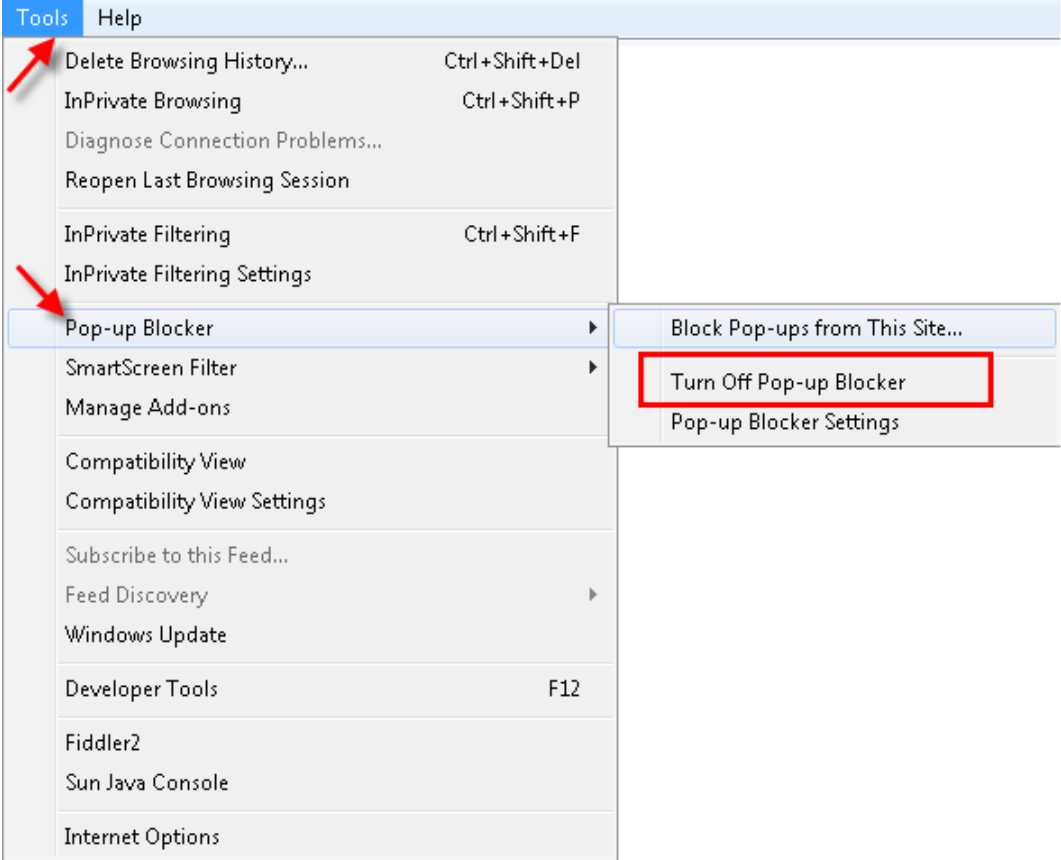| Step	Action
3	Follow the instructions below to add Cognos as a trusted site. 1. Select the **Security** Tab. 2. Select the **Trusted Sites** zone. 3. Select the **Sites** button. 4. Make sure the checkbox "Require server verification (https) for all sites in this zone" is *not checked.* 5. Enter https://*.calpers.ca.gov to add this website to the zone. 6. Select the **Add** button. (Repeat steps 5 & 6 to also add http://*.calpers.ca.gov to trusted sites. 7. Select the **Close** button. 2

Step	Action
4	Follow the instructions below to modify the options of the Trusted Sites zone and set the "Enable XSS Filter" property to "Disable." Back on the "Internet Options" dialog, with "Trusted Sites" still selected, select the **Custom Level** button.
5	In the "Security Settings" dialog, scroll down to find the "Downloads – Automatic prompting for file downloads" setting. Change the setting for "Automatic prompting for file downloads" from "Disable" to "Enable" by selecting the **Enable** radio button.

Step	Action
6	Continue scrolling down in the "Security Settings" to the "Enable XSS filter" setting. Change the setting for "Enable XSS filter" from "Enable" to "Disable" by selecting the **Disable** radio button, and then select the **OK** button. When prompted to change settings for this zone, select the **Yes** button.

Step	Action
7	Back on the "Internet Options" dialog, select the **OK** button.

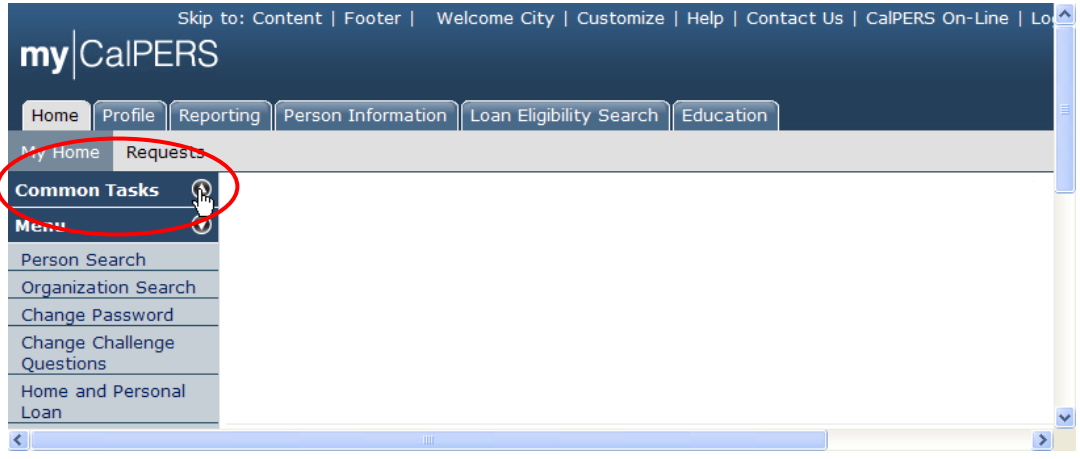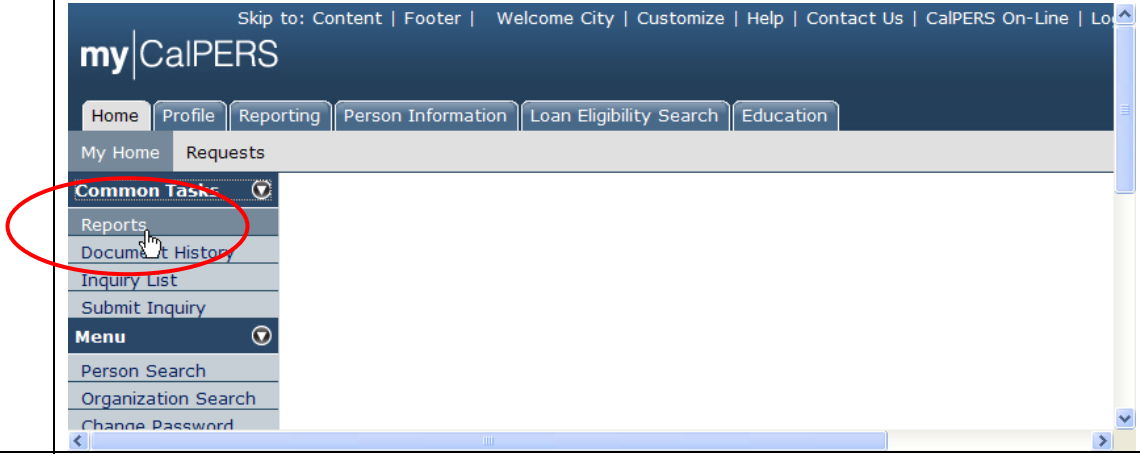| Step	Action
8	1. On the Menu Bar, select Tools and then select Pop-up Blocker. 2. Select Turn Off Pop-up Blocker. a. Note, if you only have the option to "Turn On Pop-up Blocker" please do not select this; you're pop-up blocker is already turned off.

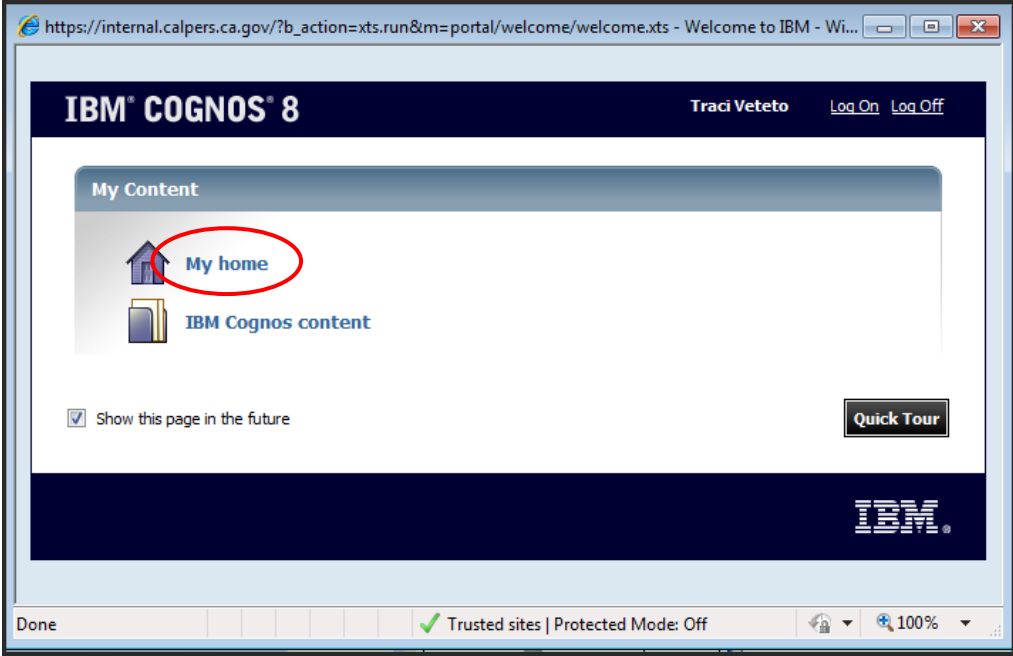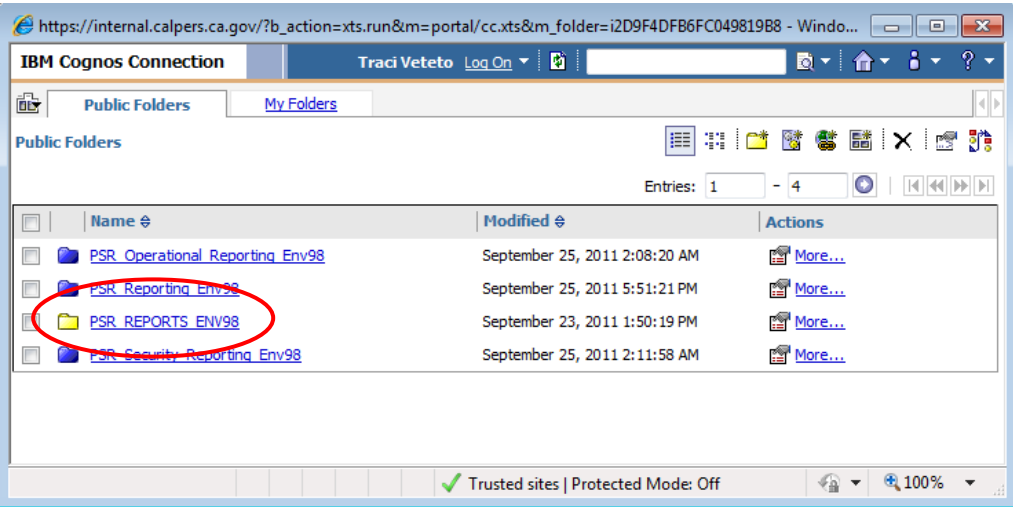# Generating Reports in my|CalPERS, continued

Accessing Reports in Cognos ®	my|CalPERS reports are generated through a program called Cognos ®. There are many reports for business partners predefined in Cognos ®. Access to reports is defined by a business contact's system access privileges. Use the table below to access reports in my|CalPERS.

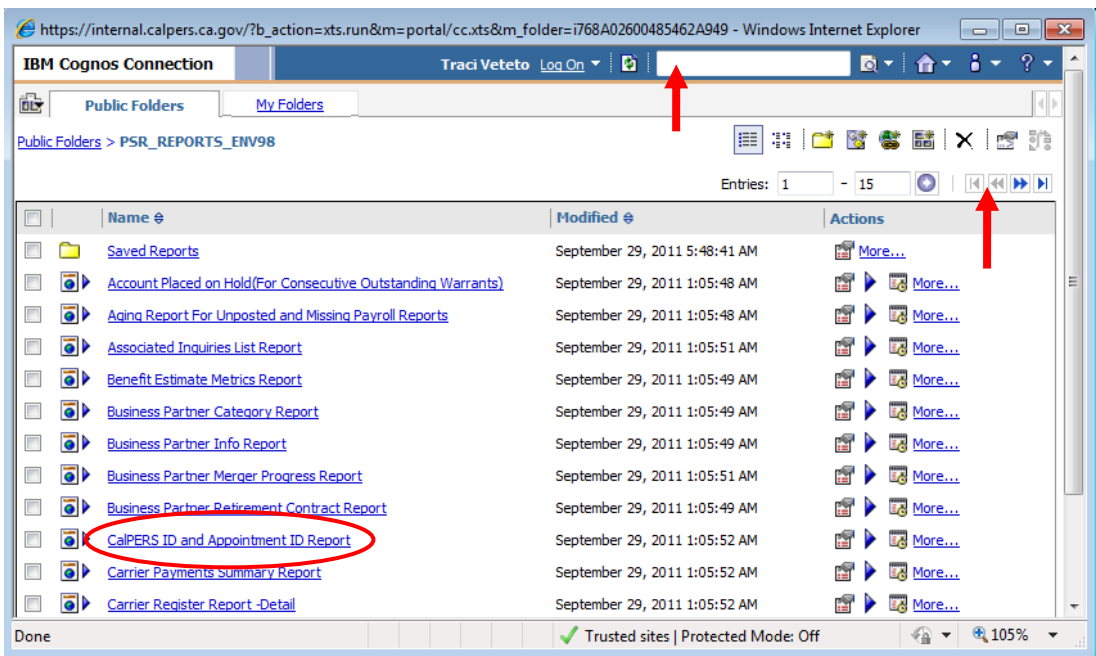| Step	Action
1	Log in to my|CalPERS.
2	From the *My Home* page select the up arrow to expand **Common Tasks** from the left navigation menu.
3	Select the **Reports** link.
4	After selecting the **Reports** link, a new window will open, as shown below.

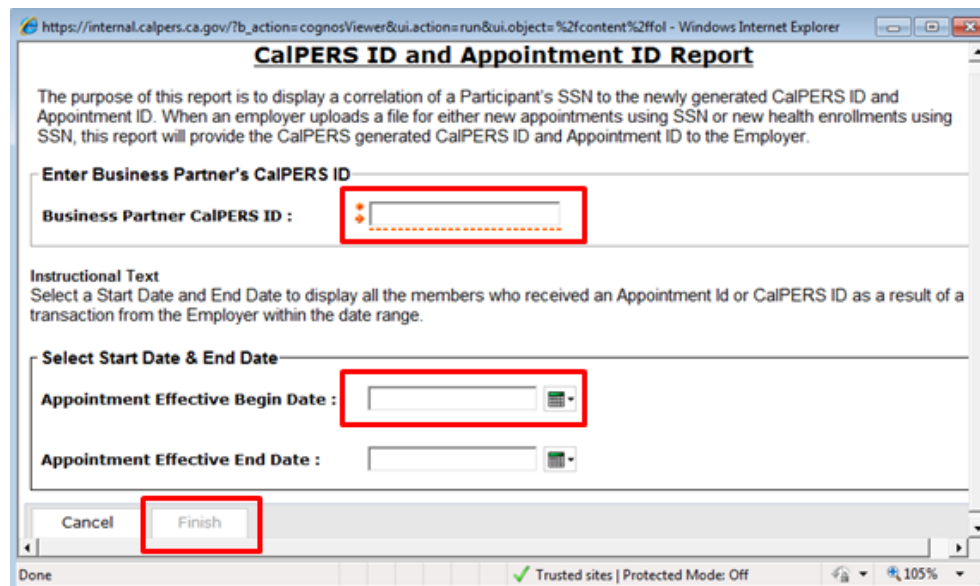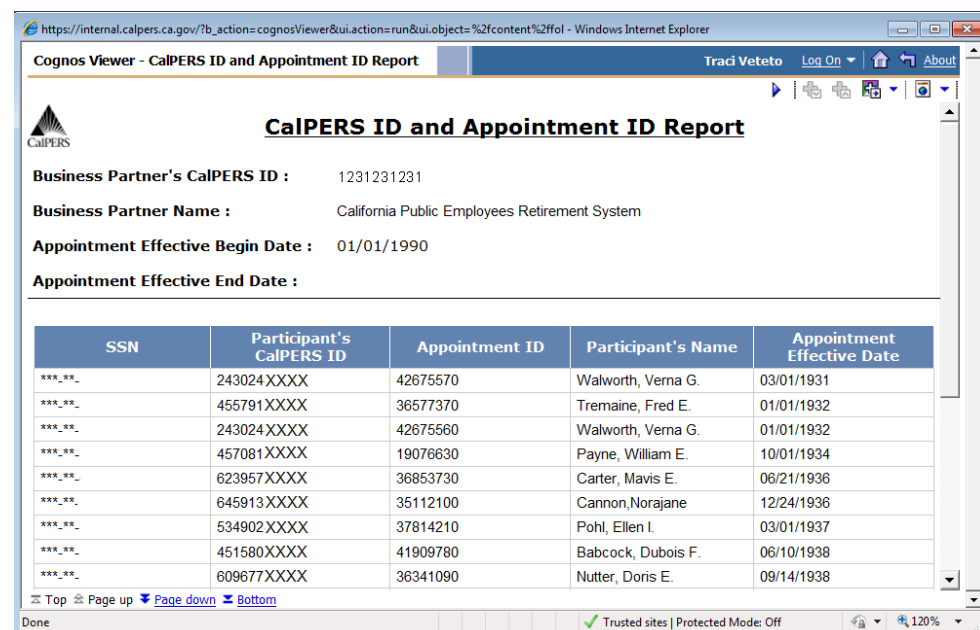| Step	Action
	Select the **My home** link.
5	Select and open the **PSR_REPORTS_ENV98** folder highlighted in yellow. This folder contains predefined reports for business partners. The list of available reports is filtered for each business partner based on programs contracted with CalPERS and the system access of the business contact who is logged in.

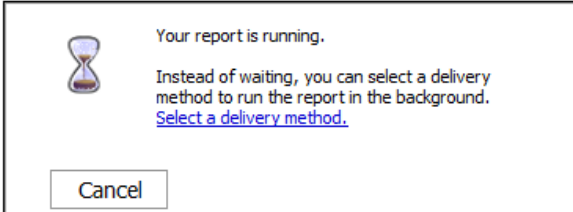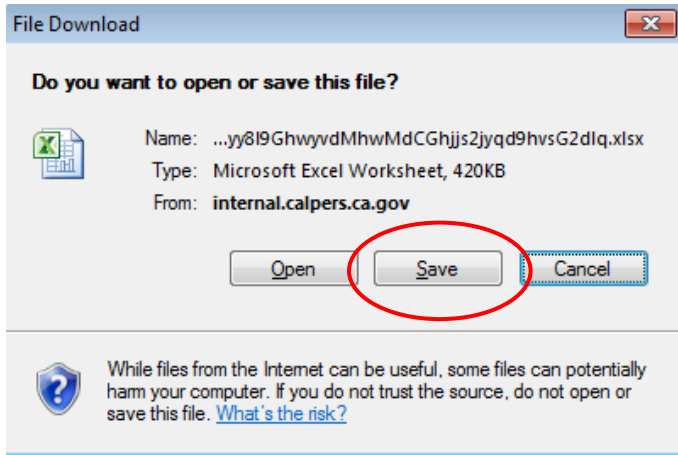**Generating the CalPERS ID and Appointment ID Report**

In order to generate the **CalPERS ID and Appointment ID Report**, the business contact must have Retirement Enrollment system access privileges assigned to their login account.

Step	Action
1	Log in to my|CalPERS.
2	Follow steps in the Accessing Reports in Cognos section above on pages 5-7.
3	Select the **CalPERS ID and Appointment ID Report** link. You can use the Search box and the navigation buttons to locate the report.
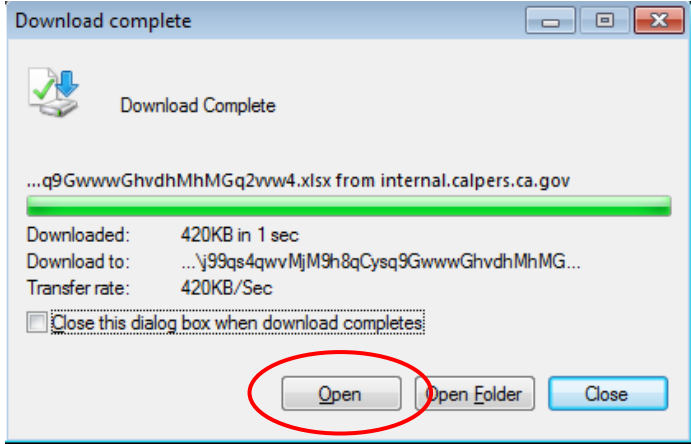
Step	Action
4	Enter your ten digit **Business Partner CalPERS ID** and an **Appointment Effective Begin Date**. Select the **Finish** button at the bottom of the window to generate the report. This report will include information for both active and permanently separated participants who had an active appointment on or after the effective date entered.
5	The report generates displaying the last four digits of each employee's Social Security number, their Participant CalPERS ID, and their appointment information.

Step	Action
6	In the upper right hand corner of the report window, you can select the format for downloading the report by selecting the down arrow next to Report View icon. You can also select the arrow next to View in Excel Options to see the choices for downloading the report in .xls or .csv format.
7	Once you have selected a format, Cognos will generate the report and the following message will display. You do not need to select the hyperlink in this message. Also, please note that Cognos is not configured to email the report.
8	When the report has generated, you will be prompted to Open or Save the file. Select the **Save** button to download the report to your computer or network.

Step	Action
9	Select the **Open** button to view the file once the file has been saved and the following message appears. ![Download complete dialog box with the Open button circled in red] Download complete Download Complete ...q9GwwwGhvdhMhMGq2vvw4.xlsx from internal.calpers.ca.gov Downloaded: 420KB in 1 sec Download to: ...\j99qs4qwvMjM9h8qCysq9GwwwGhvdhMhMG... Transfer rate: 420KB/Sec ☐ Close this dialog box when download completes Open Open Folder Close

Generating Reports in my|CalPERS, continued

Generating the Contribution Detail Report

The purpose of this report is to provide details on contributions reported by the employer for their employees.

The Contribution Detail Report is listed in Cognos but will display a message directing the business contact to generate this report from within my|CalPERS.

In order to generate the **Contribution Detail Report**, the business contact must have Accounts Payable/Billing <u>and</u> Payroll system access privileges assigned to their login account.
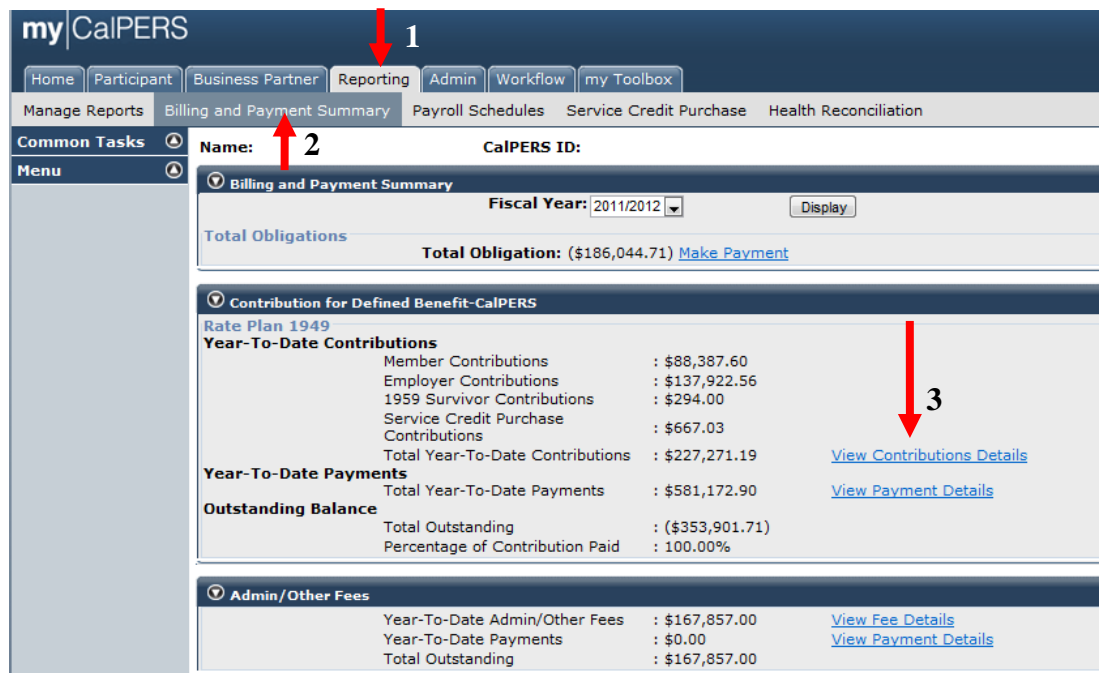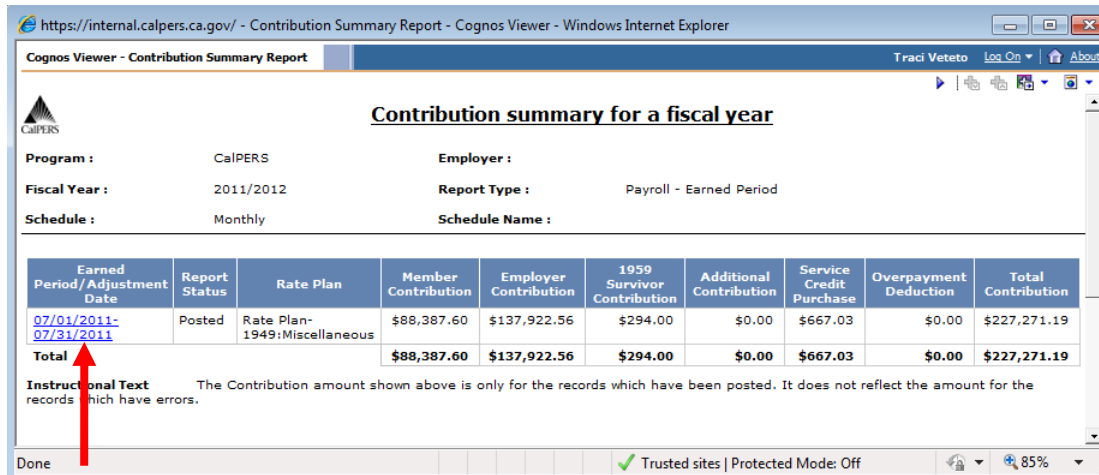
Cognos generates and opens reports in a separate browser window from my|CalPERS. Business partners who report on behalf of other business partners will need to close the Cognos window and end that browser session completely each time they log in and out of my|CalPERS in order to do process transactions for a different business partners. Otherwise, the Cognos window will continue to generate reports as if still logged in for the first business partner.

There are two ways of generating the Contribution Detail Report – through the Billing and Summary pages or through the Manage Reports pages. The steps for generating the report for both are described below.
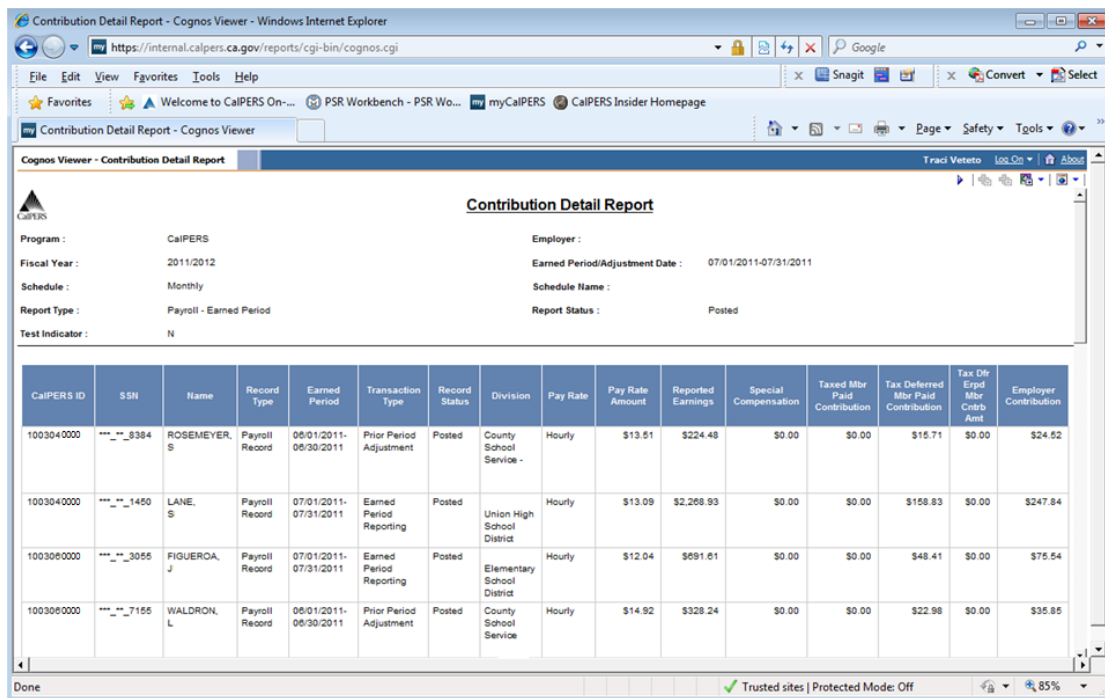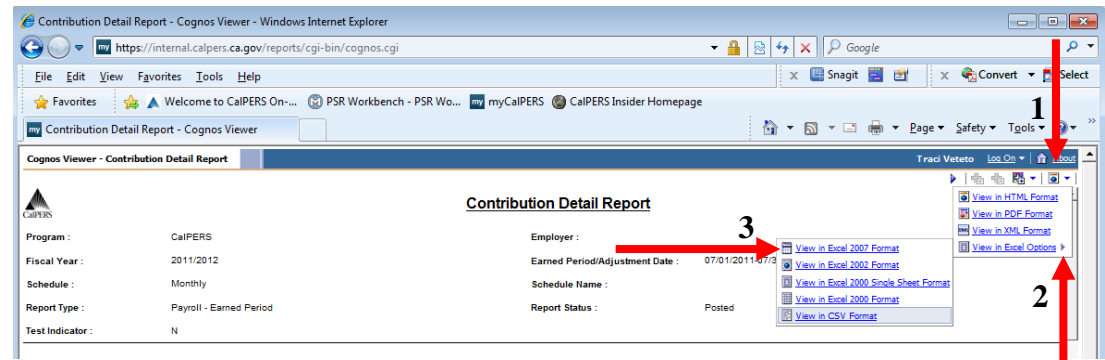
From the Billing and Summary Page

Step	Action
1	Log in to my|CalPERS.
2	Follow steps in the Accessing Reports in Cognos section above on pages 5-7.
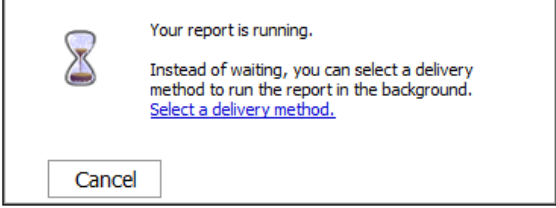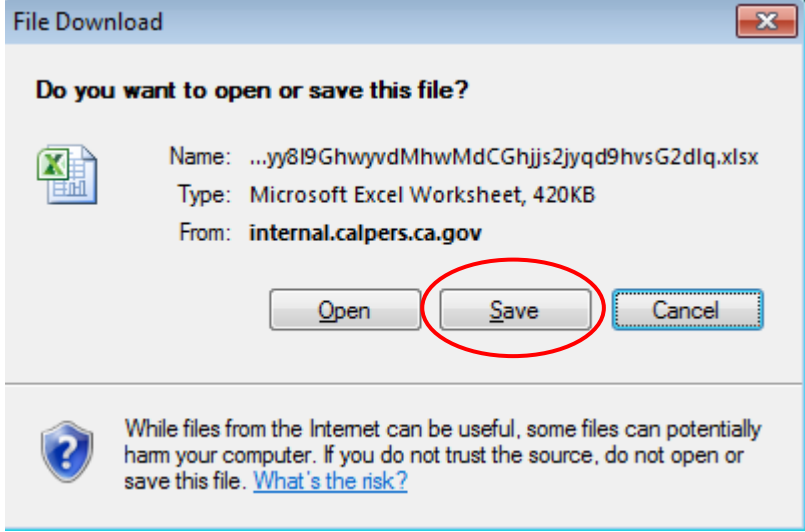
Step	Action
3	From the **Reporting** global navigation tab, select the **Billing and Payment Summary** local navigation link. In the Contributions for Defined Benefits–CalPERS panel, select the **View Contribution Details** link.
4	The *Contribution Summary for a Fiscal Year* report is generated by Cognos and opens in a separate window. It displays information regarding the payroll reports that have posted during the fiscal year. Select the appropriate **posted payroll report link** to access *the Contribution Detail Report*.

Step	Action
5	The *Contribution Detail Report* is generated by Cognos and opens in a separate window.
6	In the upper right hand corner of the report window, you can select the format for downloading the report by selecting the down arrow next to Report View icon. You can also select the arrow next to View in Excel Options to see the choices for downloading the report in .xls or .csv format.

Step	Action
7	Once you have selected a format, Cognos will generate the report and the following message will display. You do not need to select the hyperlink in this message. Also, please note that Cognos is not configured to email the report. Your report is running. Instead of waiting, you can select a delivery method to run the report in the background. Select a delivery method. Cancel
8	When the report has generated, you will be prompted to Open or Save the file. Select the **Save** button to download the report to your computer or network. File Download Do you want to open or save this file? Name: ...yy8I9GhwyvdMhwMdCGhjjs2jyqd9hvsG2dIq.xlsx Type: Microsoft Excel Worksheet, 420KB From: internal.calpers.ca.gov Open Save Cancel While files from the Internet can be useful, some files can potentially harm your computer. If you do not trust the source, do not open or save this file. What's the risk?
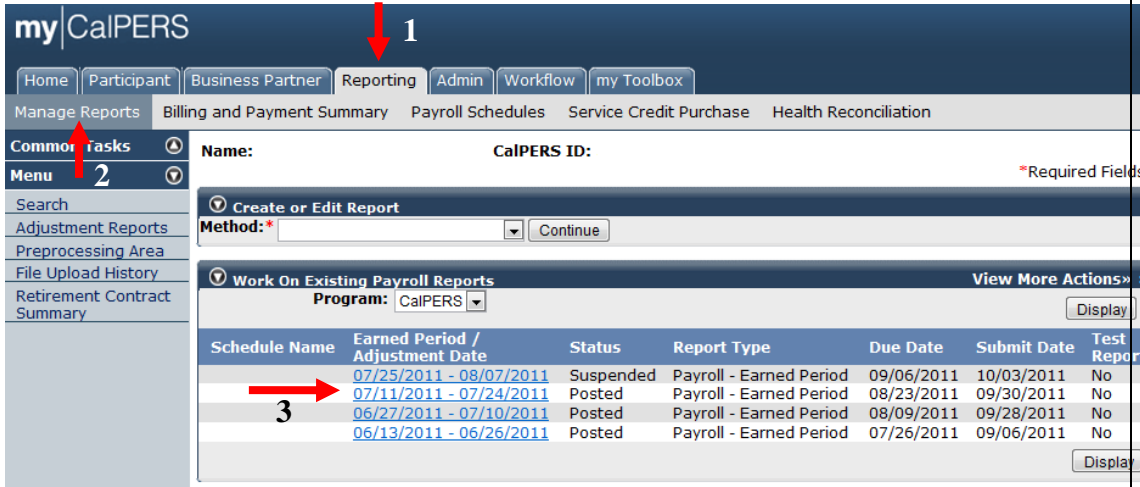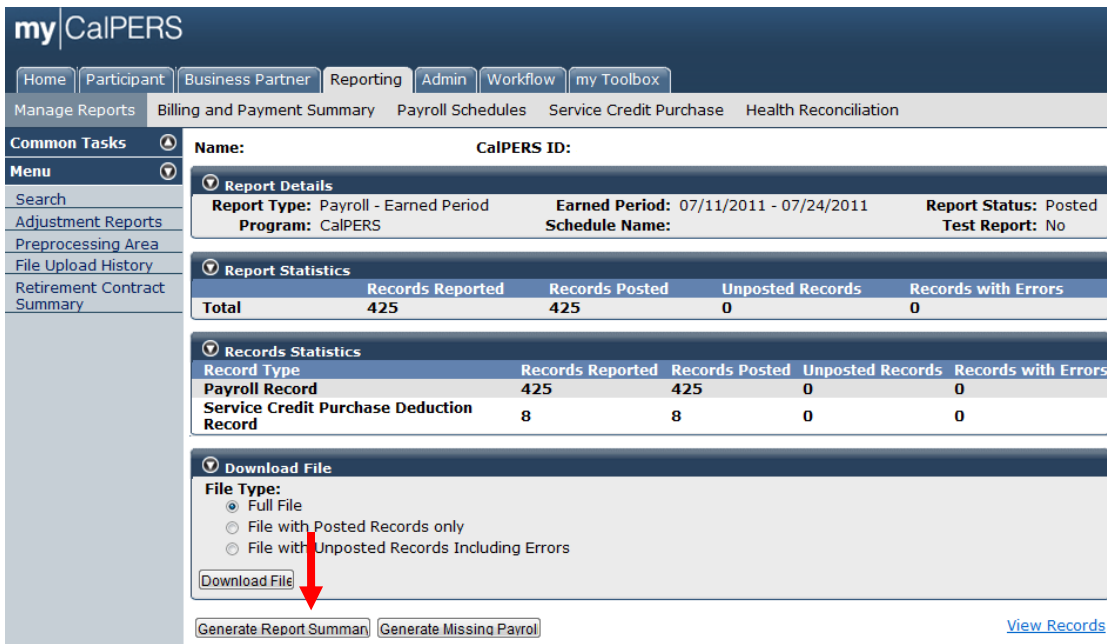
Step	Action
9	Select the **Open** button to view the file once the file has been saved and the following message appears.
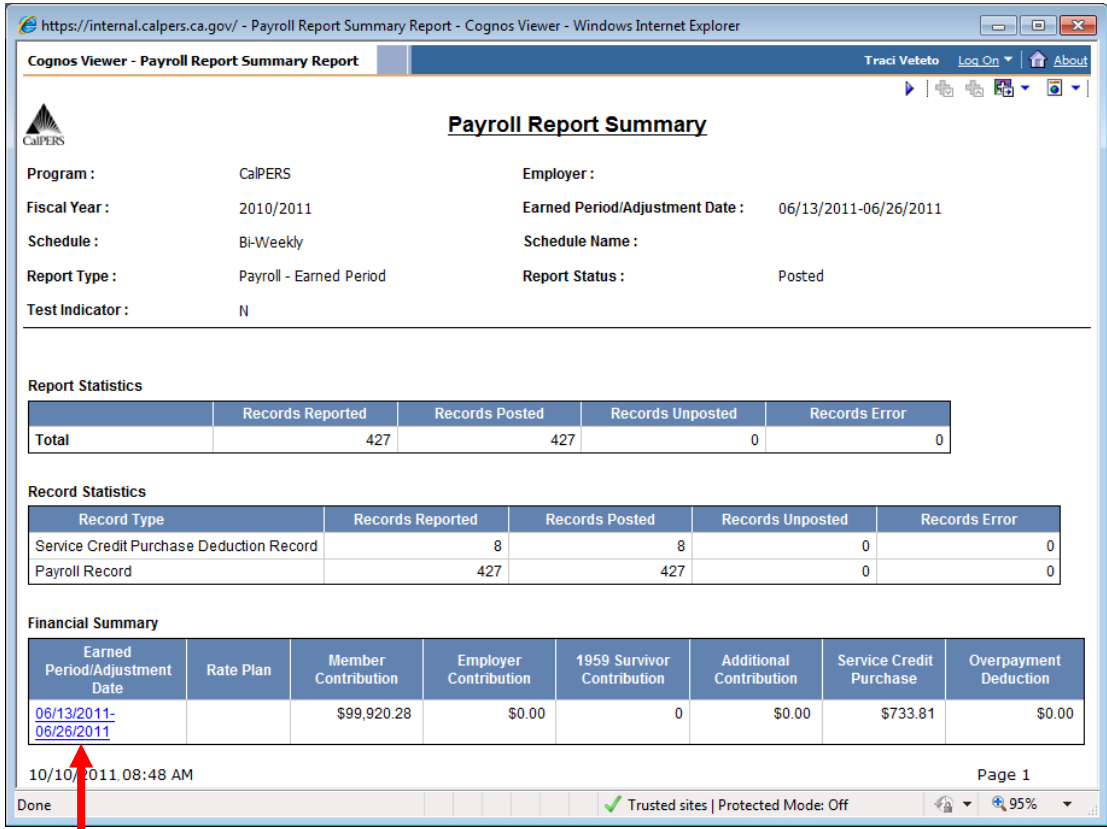
From the Manage Reports Page

Step	Action
1	Log in to my|CalPERS.
2	Follow steps in the Accessing Reports in Cognos section above on pages 5-7.
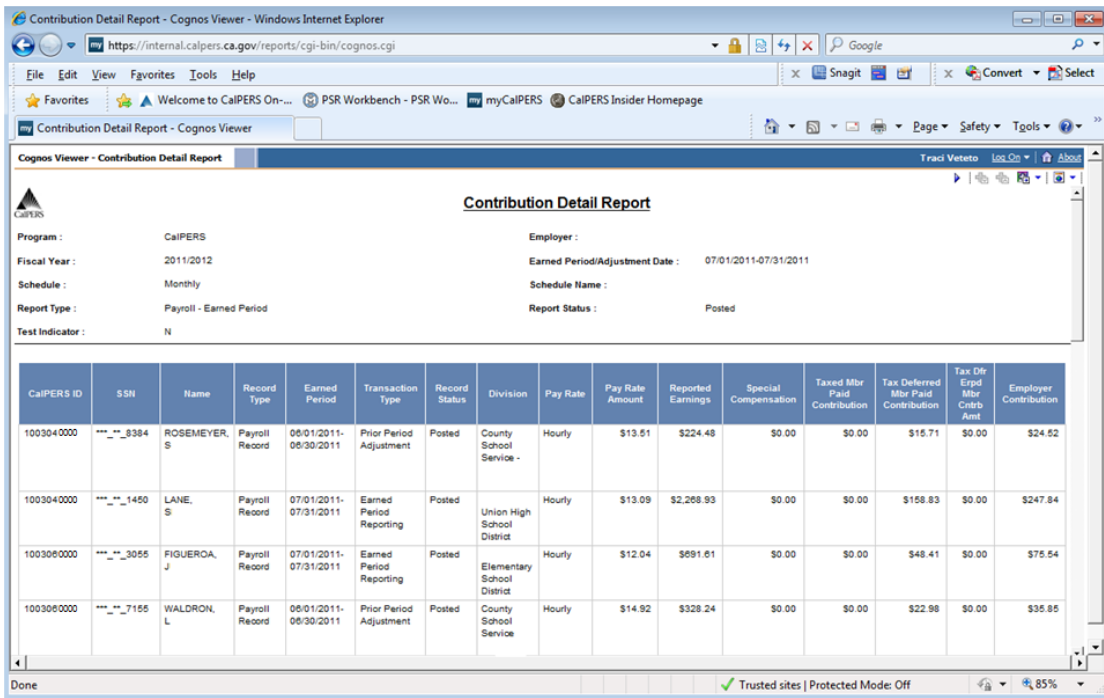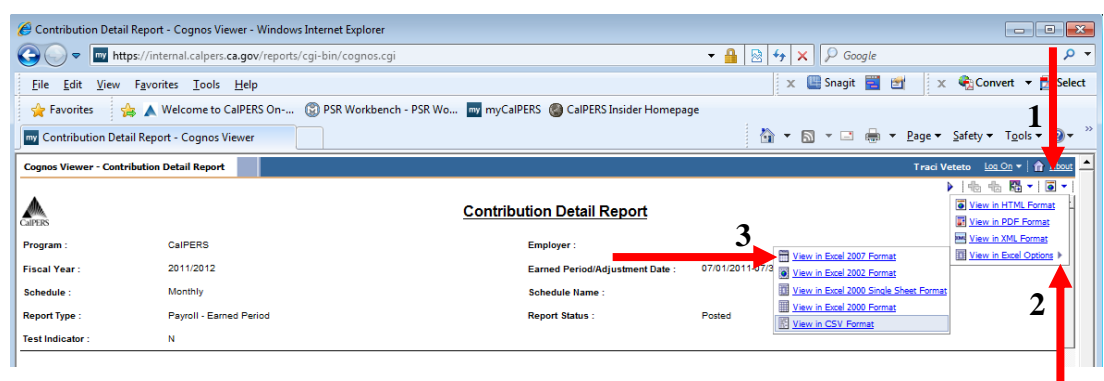
Step	Action
3	From the **Reporting** global navigation tab, select the **Manage Reports** local navigation link. In the Work on Existing Payroll Reports panel, select a **Payroll Report** link.
4	At the bottom of the Report Details, select the **Generate Report Summary** link.
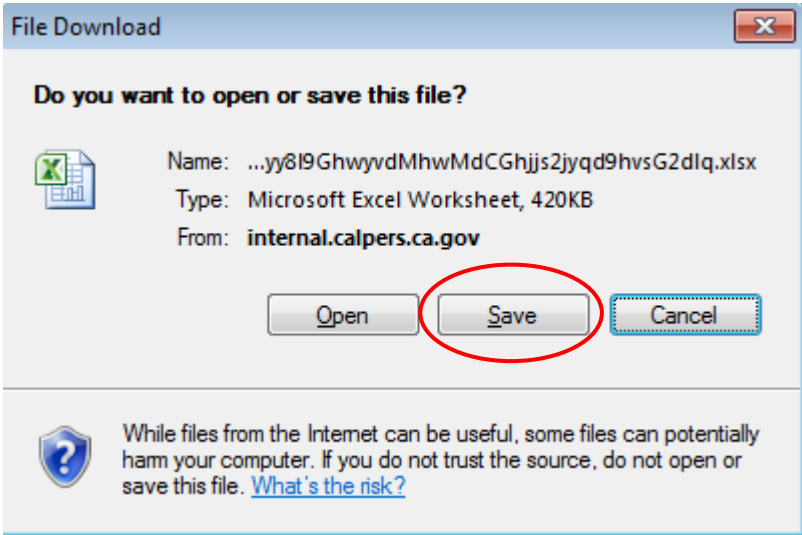
Step	Action
5	The *Payroll Report Summary* report is generated by Cognos and opens in a separate window. It displays report and record statistics related to the payroll report selected. Select the **payroll report link** in the Financial Summary table to access the *Contribution Detail Report*.

Step	Action
5	The *Contribution Detail Report* is generated by Cognos and opens in a separate window.
6	In the upper right hand corner of the report window, you can select the format for downloading the report by selecting the down arrow next to Report View icon. You can also select the arrow next to View in Excel Options to see the choices for downloading the report in .xls or .csv format.

Step	Action
7	Once you have selected a format, Cognos will generate the report and the following message will display. You do not need to select the hyperlink in this message. Also, please note that Cognos is not configured to email the report.
8	When the report has generated, you will be prompted to Open or Save the file. Select the **Save** button to download the report to your computer or network.

Step	Action
9	Select the **Open** button to view the file once the file has been saved and the following message appears.

Generating Reports in my|CalPERS, continued

List of my|CalPERS Reports

The following table lists some of the reports with a short description that employers can generate in my|CalPERS.

Report	Description
Contribution Detail Report	Provide details of contributions reported by the employer for a specific report type and earned period.
Remittance Advice Report	Allows an employer to generate a remittance summary to accompany payments.
Payroll Report Summary	Displays payroll report statistics and financial information. Also provides a summary of all records reported, records posted, un-posted records, and records found with errors.
Monthly Employer Billing Roster Report	Shows the employer all their employees and their employees' dependents which make up their Current Month Receivable.
Participant Enrollment History Report	Lists the history of enrollment/appointment data for the CalPERS program only.
Contribution Summary For a Fiscal Year Report	Provides summary information on the contributions reported in the payroll report or calculated by the system for a given earned period within a fiscal year.
Employer Health Event Notification Report	Summarizes the confirmed transactions submitted by the Public Agency/School Districts for a Particular Active Employer.
CalPERS ID and Appointment ID Report	Displays a correlation of a Participant's SSN to the newly generated CalPERS ID and Appointment ID.
Health Plan Statements Employer Report	Displays summarized Health Plan Statement information for subscribers under a particular employer.
Retirement Planning for Public Agencies and Schools Report	Provides employers with retirement planning information based on members' age group and member category under Public Agency/School Member Category Benefits rule group.
Service Credit Purchase Payments Due Report	Provides a list of members that have active Service Credit Purchase payment plans along with the scheduled payment end date.
Error List Report	Lists all the payroll records that have errors.
Missing Participant Payroll Records	Lists missing payroll, service credit purchase, supplemental income plan records and overpayment deductions in a regular earned period report.

Employer Reports − Access by User Role

Report Name	Business Partner AP/Billing	Business Partner Direct Authorization	Business Partner Employer Inquiry	Business Partner Employer Maintenance	Business Partner Health Contracts	Business Partner Health Enrollment	Business Partner PA Billing	Business Partner Payroll	Business Partner Retirement Contracts	Business Partner Retirement Enrollment	Business Partner SCP Certification
Aging Report For Unposted and Missing Payroll Reports								Y			
Business Partner Health Contract Report					Y						
Business Partner Info Report						Y				Y	
Business Partner Retirement Contract Report									Y		
CalPERS ID and Appointment ID Report										Y	
CalPERS ID and SSN Report		Y									
COBRA Health Premiums for Contracting Agencies Report						Y					
COBRA Health Premiums for State Agencies Report						Y					
Contract Detail Report								Y	Y	Y	
Contribution Detail Report	Y							Y			
Contribution Summary Report	Y							Y			
Deduction File Report		Y									
Deduction Register Report		Y									
Dental Memo Report		Y									
Employer Annual Member Statement Report								Y			
Employer Health Event Notification Report			Y			Y					
Employer Retroactive Health Adjustment Report			Y								
Error List Report								Y			
Fees Assessed-Waived During a Period								Y			
Health Plan Statement Employer Report			Y								
Health Premiums for Contracting Agencies Report						Y					
Health Premiums for State Agencies Report						Y					
Missing Participant Payroll Records Report								Y			
Monthly Employer Billing Roster Report			Y				Y				

Report Name	my|CalPERS Roles										
	Business Partner AP/Billing	Business Partner Direct Authorization	Business Partner Employer Inquiry	Business Partner Employer Maintenance	Business Partner Health Contracts	Business Partner Health Enrollment	Business Partner PA Billing	Business Partner Payroll	Business Partner Retirement Contracts	Business Partner Retirement Enrollment	Business Partner SCP Certification
Participant Enrollment History Report										Y	
Payroll Exception Report								Y			
Payroll Report Summary Report								Y			
Present Employer Statement Report								Y			
Provision Detail Report				Y							
Receivables and Payment Info Report	Y										
Remittance Advice Report	Y						Y	Y			
Reported Member Summary Report	Y							Y			
Reported Member-Detail Report	Y							Y			
Retirement Planning for PAS Report									Y		
SCP Payments Due Report											Y
Service Credit Payment Scheduled Changes			Y								
Statutory Program Event Report				Y							